



November 26, 2003

TO: All State Agencies and Departments

FROM: Karen Coffee, Chief
Merit Employment and Technical Resources Division

RE: Executive Order S-3-03

Departments are reminded that Executive Order S-3-03, issued November 21, 2003, outlines specific instructions for filling vacancies within State civil service. State agencies and departments shall not make new hires to State government except into a position exempt from civil service. In addition, departments are prohibited from filling vacancies through promotion except those designated by the State Personnel Board as a Career Executive Assignment. The Department of Finance may grant blanket exemptions from this prohibition under very limited circumstances related to the movement of personnel from the State Restriction of Appointment (SROA) list to non-General Fund positions. Please contact the Department of Finance for information regarding exemptions to the hiring freeze.

Departments listing their vacancies on the State Personnel Board vacant position database (VPOS) should ensure that they comply with the terms of the Executive Order. Additionally, please remember to delete positions from the VPOS system that have been filled, or are no longer available.

If you have questions, please contact Daisy McKenzie, Manager, State Personnel Board Examination Services Unit, at (916) 653-1232 or TDY (916) 654-6336.